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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	Publication No. 76—RM—1 for es and History, Records Mana Section.			
FOR AGENCY USE	1. Agency Address		FOR RECORDS	MANAGEMENT USE
Application Date	Department of Educat	ion	Application Number	· · · · · · · · · · · · · · · · · · ·
	Office of Administra		77-384-A	
Application Number	Twin Towers East, 16	ith Floor	Date Received	Date Completed
	Atlanta, Georgia 303	334	JAN 1 5 1985	FEB 1 1985
2. Person to Contact		Working Title	<u>L</u>	Telephone Number
Mary Calhoun		Administrative	e Secretary	656-2438
3. Action Requested	<u></u>	7,441171113014371		
<u>-</u>	Schedule; record will continue t	o accumulate		•
l e	ccumulation; no further accumu			
	No77-384-A Check		rcede: 🗆 Void	
4. Dates of Series	5. Records Series Title (follo			· · · · · · · · · · · · · · · · · · ·
Earliest Latest		· · · · · · · · · · · · · · · · · · ·		•
1975 To Date	ADMINISTRATIVE SER	VICES CIRCULAR LETT	ER FILES	
6. Division and Office Function	What is the function o	the Division and the Office	in which this record ser	ies is created?
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	•	•		
NO CHANGE		and the state of t	•	
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7. Record Series Description	This file contains the follow Attach samples of the file.	ng documents (include form	numbers and titles, if a	ny):
Documents relating to:				
NO CHANGE				•
i	•			
Included are:		<i>t</i> +		
NO CHANGE		•		
NO CHANGE				•
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· Ella la aumanuada		All the second		
File is arranged:			V	
NO CHANGE		—	75	
# [*]			\ \	·-
One to six months old	15; Seven to twelve mont	hs old1 6 ; Thirtee	n to twenty-four month	s old6_;
twenty-five months and olde		<u> </u>		6
9. Annual Rate of Accumulation	on of Records			v.:
Letter-size drawers	; Legal-size drawers	; Shelves	; Other (specify)	
AR-50-71; Rev. 76		(Over)		·

YES NO 10. Questionnaire	(Place an "X	" in the proper co	olumn)	
a. Is this the office X If not, where is		series?		
χ b. Does the series	contain confid	ential information	requiring security handling? If yes, cite law or regular	tion.
X c. Is this a vital re	cord?			
		or long term rese		
NA e. When one or to documents be			necessary to keep the entire file for a long period, could	
X f. Is the informat	ion contained i	in this series ever p	oublished? If yes, attach copy.	
g. Is the informat		in this series ever a	nalyzed and/or recorded in a summarized report?	
_ , ,			e, or in another office or agency?	
Xi. Is this series (o	•		microfilmed?	
11. Retention Requirements			es the series to be kept:	, ,
	•••	o lonowing loqui,	ou the familia to be kept.	
a. State Law		years.	d. Audit period	years.
b. Statute of limitation		years.	e. Administrative need	4years.
c. Federal law		years.	f. Federal retention instructions	years.
Attach copy or excert of la	ws or regulatio	ns Explain admir	nistrative need	
	or rogardero	=xpiair aaiii		
Administrative nee	d of 4 year	rs is due to	an increase in the monthly reference	rate
after twenty-five	months.		•	
			•	
12. Approved Disposition Insti			ends that the file series be cut off at the end of each: Fiscal Year; Other	then,
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Mold in the current files				
☐ Transfer to local holdin				
☐ Transfer to State Recor	ds Center; hold	yea	r(s); then	1
Destroy.				
	ves for permane	ent retention.		!
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These instructions apply to	all prior and f	uture accumulatio	ons of the series.	
Agency Head/Designee (Signat	ture)	Date	Records Management Officer (Signature)	Date
	1	1 / /	1	1/ /
So Wayman Cut	P	1/11/85	(laudia Dupl)	1/10/25
/ /		,	State Records Committee (Signature)	Date
Recommendations in para-			V \ . 1/1 .	11/1/2
graph 12 are approved.	State Aud	itor/Designee	Month June	1/24182
(If disapproved, attach letter of explanation.)	Secretary of	State/Designee	Edward Weldon	1/22/85
		eneral/Designee	1 11	11.11
AR-50-71; Rev. 76	Attorney G		tovers Side)	41180
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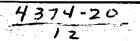
APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

Attention: Scheduling	Section.	•
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Office of Administrative Services	Application Number 77-384-A
Application Number	Twin Towers East, 16th Floor Atlanta, GA 30334	Date Received Date Completed MAY 2 8 1982 JUN 8 1982
2. Person to Contact Mary Anne	Working Title Bauer Princial Secre	Telephone Number 656-2438
b. Dispose of present a c. Damend Application 4. Dates of Series Earliest Latest 1975 To Date	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No. 77-384-A Check One: Change; KK Supe 5. Records Series Title (followed by title used in office; in ADMINISTRATIVE SERVICES CIRCULAR LE	f different) ETTER FILES
to both the State Dep Facilities and Transp lications, Public Lib	of Administrative Services is responsibe artment of Education and local school systems Services, Perary Services and Local Systems Support, Distribution, Statistical Services and T	le for providing supportive stems through Fiscal Services, bublic Information and Pubincluding School Food and
	This file contains the following documents (include form Attach samples of the file. isting local school systems by providing vices and resources.	•
Services to loc	letters from the Associate State Superint cal school systems related to coordination of systems and the State Department of Education o	on of activities between
8. Monthly Reference Rate	How often are records referred to which are:	
One to six months old twenty-five months and olde 9. Annual Rate of Accumulation		
AR-50-71; Rev. 76	(Over)	To the same of the

			<u>. </u>		
YES NO	10. Questionnaire	(Place an "X" in		olumn) '	
x	a. Is this the office of the street of the s	cial copy of the serie	ss?		من د د د د د د د د د د د د د د د د د د د
			l informatio	n requiring security handling? If yes, cite law or regul	ation.
<u> </u>	c. Is this a vital re	cord?			
X	d. Does this series	have historical or I			,
NA NA				necessary to keep the entire file for a long period, countries the second secon	
X				published? If yes, attach copy.	
X	1 .	ion contained in th		analyzed and/or recorded in a summarized report?	
x	1		in your offic	ce, or in another office or agency?	
\mathbf{x}	1	r a major portion of	fit) regularly	microfilmed?	
X		d series result in a c			
i. Keten	tion Requirements	I ne to	towing requi	res the series to be kept:	
a. Str	ate Law		years.	d. Audit period	years.
	atute of limitation	<u> </u>			years.
C. Fe	deral law		years.	f. Federal retention instructions	years.
Attac	h copy or excert of la	ws or regulations.	Explain admi	inistrative need.	
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2. Appro	oved Disposition Insti	uctions This ag	ency recomm	nends that the file series be cut off at the end of each: Fiscal Year; Other	5.2 To 10.2
□ De KD Tr	ansfer to State Recorestroy. ansfer to State Archither <i>(Specify)</i>		·	ar(s); then	:
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i nese	instructions apply to	all prior and tutur	e accumulation	ons of the series.	
Agency He	ead/Designee (Signa	ture)	Dete	Records Management Officer (Signature)	Date
Z8 . [1	Jerman (u	(D) 5	126/82	Walker L. Barryardner	5/26/82
	7//	V	7	State Records Committee (Signature)	Date
Recomme	ndations in para-			State Records Committee (Signature)	
raph 12 a	are approved.	State Auditor/	Designee	humbly James	6-1-82
If disappi of explana	roved, attach letter ition.)	Secretary of State	te/Designee	Cause Hart	June 1, 8
		Attorney Gener	al/Designee	femilles se	6-2.67
R-50-71;	Rev. 76	<u> </u>	7	Reverse Side)	
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AR-50-71; Rev. 76

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR RECORDS MANAGEMENT USE FOR AGENCY USE 1. Agency Address Department of Education Application Date **Application Number** Office of Administrative Services 233 State Office Building Date Received Application Number Atlanta, Georgia 1-21-81 /-29-81 Telephone Number **Working Title** 2. Person to Contact Principal Secretary 656-2438 Mary Anne Bauer 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest Administrative Services Local School System Assistance Files 1963 To Date 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Office of Adminstrative Services is responsible for providing supportive services to both the State Department of Education and local school systems through Fiscal Services, Facilities and Transportation, Regional Education Services, Public Information and Publications, Public Library Services and Local Systems Support, including School Food and Nutrition, USDA Food Distribution, Statistical Services and Textbooks. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: assisting local school systems by providing them with various state educational services and resources. correspondence and any other documents related to the coordination of Included are: activities between the local school systems and the Office of Administrative Services. File is arranged: alphabetically by local school system. How often are records referred to which are: 8. Monthly Reference Rate One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____

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YES NO	10. Questionnaire	(Place an "X" i		numn)	,	-		<u> </u>
х	If not, where is		11631					
X	b. Does the series	contain confident	tial information	requiring	security handling	? If yes, cite law or r	egulation.	
$\frac{x}{x}$	c. Is this a vital re	ecord?						
X	1	s have historical or						
X		wo documents in t scheduled separate		necessary t	o keep the entire	file for a long period,	, could thes	e ,
$\frac{x}{x}$				oublished?	If yes, attach co	DY,		
X	1	tion contained in t				a summarized report?		
X	T	ication of this serie	es in your office	e, or in and	ther office or ag	ency?		
X	\$ · · · · · · · · · · · · · · · · · · ·	r a major portion	of it) regularly	microfilme	d?			
<u> </u>		d series result in a					-	· · · · · · · · · · · · · · · · · · ·
1. Heten	ition Requirements	I he fo	ollowing require	es the serie	s to be kept:			
a. Sta	ate Law		years.	d.	. Audit period			years.
	atute of limitation		•		Administrative		5	years.
c. Fe	deral law	<u> </u>	years.	f.	Federal retention	on instructions	<u> </u>	years.
Attac	h copy or excert of la	ws or regulations.	. Explain admir	nistrative n	eed.			
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	A	•					: .	
D: Ho	old in the current files	S arean	nonth(s)	Fiscal Ye yea	ar; □ Other	ut off at the end of ea		then,
D3 Ho	old in the current files ansfer to local holdin ansfer to State Recor	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
D: Ho Tra Tra Tra De D: Tra	old in the current file ansfer to local holdin ansfer to State Recor	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
O3: Ho O Tro O Tro O De O3: Tro	old in the current files ansfer to local holdin ansfer to State Recor estroy, ansfer to State Archiv	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
O3: Ho O Tro O Tro O De O3: Tro	old in the current files ansfer to local holdin ansfer to State Recor estroy, ansfer to State Archiv	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
D: Ho Tra Tra De D: Tra	old in the current files ansfer to local holdin ansfer to State Recor estroy, ansfer to State Archiv	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
D: Ho Tra Tra De D: Tra	old in the current files ansfer to local holdin ansfer to State Recor estroy, ansfer to State Archiv	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
D: Ho Tra Tra Tra De D: Tra	old in the current files ansfer to local holdin ansfer to State Recor estroy, ansfer to State Archiv	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
D3 Ho D Tra D Tra D De D3 Tra	old in the current files ansfer to local holdin ansfer to State Recor estroy, ansfer to State Archiv	s arean g area; hold ds Center; hold	month(s)year(s);	Fiscal Ye year then	ar; □ Other			then,
D3 Ho Tra De D3 Tra D6 D7	old in the current files ansfer to local holdin ansfer to State Recor estroy, ansfer to State Archiv	s arean g area; hold ds Center; hold ves for permanent	month(s)year(s);year	Fiscal Yes year then r(s); then	ar; Other			then,
D3 Ho Tro Tro De D3 Tro Ot	old in the current files ansfer to local holdin ansfer to State Recorestroy. ansfer to State Architecture (Specify)	s aream g area; hold ds Center; hold ves for permanent a all prior and futu	month(s)year(s);year retention.	Fiscal Yes year then r(s); then	ar; □ Other r(s); then			
Ds Ho Tro Tro De Ds Tro Ot	old in the current files ransfer to local holding ransfer to State Recor- estroy, ransfer to State Archive ther (Specify)	s aream g area; hold ds Center; hold ves for permanent a all prior and futu	month(s)year(s);year	Fiscal Yes year then r(s); then Records	eries. Management Off	icer (Signature)		Date Date
D3 Ho Tra De D3 Tra Ot	old in the current files ansfer to local holdin ansfer to State Recorestroy. ansfer to State Architecture (Specify)	s aream g area; hold ds Center; hold ves for permanent a all prior and futu	month(s)year(s);year retention.	Fiscal Year then r(s); then Records	eries. Management Off	icer (Signature)		Date 1-6-8/
These	e instructions apply to	s aream g area; hold ds Center; hold ves for permanent a all prior and futu	month(s)year(s);year retention.	Fiscal Year then r(s); then Records	eries. Management Off	icer (Signature)		Date
These	e instructions apply to ead/Designee/ (Signal and and approved)	s aream g area; hold ds Center; hold ves for permanent a all prior and futu	month(s)year(s);year retention.	Fiscal Year then r(s); then Records	eries. Management Off	icer (Signature)		Date 1-6-8/
These Agency He Recommen	e instructions apply to ead/Designee / (Signal Andations in paragree approved, artach letter roved, attach letter roved, attach letter	s aream g area; hold ds Center; hold ves for permanent ture) Usun	month(s)year(s); year retention.	Fiscal Year then r(s); then Records	eries. Management Off	icer (Signature)		Date / - 6 - 8 / Date



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
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INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section. FOR AGENCY USE FOR RECORDS MANAGEMENT USE 1. Agency Address Application Number Application Date Department of Education Office of Administrative Services November 30, 1977 233 State Office Building Date Completed Application Number Date Received Atlanta, Georgia 30334 JAN DEC 9 1978 1 1977 2. Person to Contact Working Title Telephone Number Administrative Secretary Mary Calhoun 656-2438 3. Action Requested b.

Dispose of present accumulation; no further accumulation anticipated. ___ Check One:

Change;

Supercede;

Void c.

Amend Application No. ______ 5. Records Series Title (followed by title used in office; if different) 4. Dates of Series Earliest Latest LICCAL SCHOOL SYSTEM ASSISTANCE FILES SERVED SINTER EN 1963 To Date What is the function of the Division and the Office in which this record series is created? 6. Division and Office Function The Office of Administrative Services directs and coordinates supportive services to both local school systems and the State Department of Education through a variety of activities including, but not limited to, planning and evaluation, school food services, school plant services, school transportation services, liaison with local school systems, accounting services, grants management, financial review, EDP systems and procedures services, surplus property services, publications and information services, and general services. This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: assisting local school systems by providing them with various state educational services and resources. Included are: correspondence and any other documents related to coordination of activities between the local school systems and the Office of Administrative Services. File is arranged: alphabetically by school system. How often are records referred to which are: 8. Monthly Reference Rate One to six months old ___ ____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older____ 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers ____; Shelves ____; Other (specify) _____ AR-50-71; Rev. 76 (Over)

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f I I I I I I I I I I I I I I I I I I I	the official copy of the	series?	and the second s	₹ *
——— i	where is it? ne series contain confid	lential information	requiring security handling? If yes, gite law or regulation	ion.
X c. Is this	a vital record?			-
	nis series have historical	l or long term rese	arch value?	<u> </u>
e. When		in the file make it	necessary to keep the entire file for a long period, could	these
			published? If yes, attach copy,	
			analyzed and/or recorded in a summarized report?	
X If yes.	attach copy.			
Y I	e a duplication of this s where?	eries in your offic	e, or in another office or agency?	
	eries (or a major portic	on of it) regularly	microfilmed?	
	ne record series result in			· ·
11. Retention Require	nents The	e following require	es the series to be kept:	
a. State Law	0	years.	d. Audit period0	years.
b. Statute of limit		years.	e. Administrative need15	years.
c. Federai law	0	years.	f. Federal retention instructions0	years.
Attach copy or exc	erpt of laws or regulation	ons. Explain admir	nistrative need.	
Although the r	onthly reference	e rate is low	w on this record series, it is needed i	in the
generating of:	ice for immedia	te reference	when assisting local school systems wi	ith various
problems or no		, ,	,	. ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` ` `
12. Approved Disposit	on Instructions Th	is agency recommo	ends that the file series be cut off at the end of each:	
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			and the second of the second o	
XI Hold in the cur	ent files area	<u>5</u>	year(s); then	
	I holding area, hold			
☐ Transfer to State	e Records Center; hold	yea	r(s); then	•
☐ Destroy.				•
	e Archives for permane	ent retention.		•
☐ Other (Specify)		1	
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# 3 5 %				
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These instructions	apply to all prior and fo		•	
These instructions	apply to all prior and fo		•	
\sim	1 DC	uture accumulatio	ons of the series.	Date
These instructions Agency Head/Designed	1 DC		Records Management Officer (Signature)	Date
\sim	1 DC	uture accumulatio	ons of the series.	Date
$\overline{}$	1 DC	uture accumulatio	Records Management Officer (Signature) Walker L. Baumgardun	11-9-77
Agency Head/Designed	Asignatures /	uture accumulatio	Records Management Officer (Signature)	
Agency Head/Designed	Asignatural /	Date	Records Management Officer (Signature) Walker L. Baumgardun	11-9-77
Agency Head/Designed Recommendations in pagraph 12 are approved.	State Aud	Date ///20/77	Records Management Officer (Signature) Walker L. Baumgardun	11-9-77
Agency Head/Designed	State Aud	Date	Records Management Officer (Signature) Walker L. Baumgardun	11-9-77
Agency Head/Designed Recommendations in pagraph 12 are approved. (If disapproved, attach	State Aud	Date ///20/77	Records Management Officer (Signature) Walker L. Baumgardun State Records Committee (Signature)	11-9-77
Agency Head/Designed Recommendations in pagraph 12 are approved. (If disapproved, attach	State Aud Secretary pr	Date	Records Management Officer (Signature) Walker L. Baumgardun State Records Committee (Signature)	11-9-77